

2011 Ryan White HIV/AIDS Program Services Report Submission Timeline

Report Period: January 1, 2011 through December 31, 2011

Date	Grantees	Providers
Monday, December 5, 2011	RSR Grantee Report Start Date System opens for grantees to begin work on their RSR Grantee Reports.	
Tuesday, January 3, 2012*		RSR Provider Report Start Date System opens for providers to begin work on their 2011 RSR Provider Reports and upload their client-level data files.
Monday, January 30, 2012 6:00 p.m. ET	RSR Grantee Report Due Date All RSR Grantee Reports must be in "Certified" status by 6:00 PM ET. After this deadline, grantees must contact Data Support to make changes to or certify their RSR Grantee Reports.	
Monday, March 5, 2012		Target date for the submission of all RSR Provider Reports and client-level data files. RSR Provider Reports should be in "Review" or "Submitted" status.
Monday, March 19, 2012 6:00 p.m. ET	Return for Changes Deadline Last day for grantees to return Provider Reports and client-level data files to providers for changes or corrections.	
Monday, March 26, 2012 6:00 p.m. ET	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.	All 2011 RSRs must be in "Submitted" status by 6:00 PM ET.

*Monday, January 2, 2012 – New Year's Day observed.

Note:

HAB expects all service providers to complete their own RSR Service Provider Reports. Grantees should not complete a provider's report unless the provider is exempted from completing the provider report. A full explanation of exempting providers can be found on page 16. HAB recommends providers submit their 2011 RSR Provider Reports and client-level data **on or before** Monday, March 5, 2012 to ensure grantees have adequate time to review their providers' data.